

**Saginaw Intermediate School District**  
Saginaw, MICHIGAN

INVITATION TO BID

- Proposal:** The Saginaw Intermediate School District is requesting bids for carpet installation according to the enclosed specifications and instructions.
- Due Date and Place:** June 30, 2008  
9:30 a.m.
- Attn:Sally Peterson  
Carpet Bid-RESC  
Saginaw Intermediate School District  
6235 Gratiot  
Saginaw, Michigan 48638
- Envelope:** Mark Sealed Envelope: **Carpet Bid-RESC. No FAXES or Emails will be accepted.**
- Delivery:** FOB, Title shall not transfer to  
The School District until receipt.
- Saginaw Intermediate School District  
Cliff Crossett, Facilities Manager  
6235 Gratiot  
Saginaw, Michigan 48638
- Inquiries:** Cliff Crossett, Facilities Manager  
Melvin G. Millet Learning Center  
3660 Southfield Drive  
Saginaw, Michigan 48601  
Telephone: 989-233-7680
- Services Required:** Vendor to remove existing carpet and install new carpet, including any floor preparation that may be necessary. Vendor will be responsible for removing and replacing all office equipment including partitions.
- Permits:** Bidder is responsible for obtaining all required permits and licenses.
- Taxes:** Price quotes should exclude State and Federal taxes.
- Obligations:** Bidder must represent to the district that it provides for its own employee withholding for state and federal taxes, it's own unemployment and workers disability compensation, and all other tax and regulatory requirements, whether federal, state or local, with respect to its business or employees.
- Product Information:** Complete product information and MIOSHA Material Safety Data Sheets (MSDS) must be provided for all products.
- Withdrawal:** No proposal may be withdrawn for a period of ninety (90) days after public opening. All bid proposals are to meet the minimum specifications indicated on the following pages.
- Bidder is to clearly indicate, at the right, any item which deviates from the specifications.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened. If either a unit price or extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.

- Receipt of Bids:** Bids received prior to the time of the bid opening will be securely kept unopened. No responsibility will attach to any officer or employee of Saginaw Intermediate School District for the premature opening of a bid not properly addressed or identified.
- Right to Reject:** We reserve the right to accept or reject any or all bids, to waive any irregularities or defects, to award on a split-order or lump-sum basis, and to accept other than the low bidder in the best interest of the Saginaw Intermediate School District.
- Affidavit of Bidder:** All bids are required to be accompanied by a sworn and notarized Affidavit of Bidder disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Saginaw Intermediate School Board. Any bid that does not include the sworn and notarized Affidavit of Bidder will not be accepted (pursuant to MCL 380.1267(3)(d)).
- Laws:** The laws of the State of Michigan shall govern the rights, obligations, and remedies of the parties under this bid and any agreement reached through this process
- Disclosure:** All of the information included in your bid response is subject to the "Freedom of Information Act" and may be disclosed in its entirety after the formal, public bid opening has been completed.
- Independent Price Determination:** By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.
- References:** References are requested as a part of the solicitation of bids. Failure to honor this request will cause the bidder to be presenting a non-compliant bid.
- Payment Discounts:** Cash discounts may be considered in determining the successful bidder. If a cash discount is offered and accepted, it will be considered earned if paid within 30 days after receipt of the correct invoice or acceptance of goods, whichever is later.
- Indemnification:** The contractor agrees to hold and save the school systems, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment or use of equipment, materials, supplies, or services covered by this contract.
- Certificate of Insurance:** Saginaw Intermediate School District requires contractors to procure and maintain for the duration of any work performed, commercial general liability with both Districts listed as additional insured. The preferred limit for general liability is \$1,000,000. Also required is workers' compensation insurance with both Districts listed as certificate holder. Saginaw

Intermediate School District, prior to the beginning of work for the district, must receive and accept your certificate of insurance.

**BID BOND:**

For all proposals in the amount of \$50,000 or more"

- a. Security may be a certified check, bank draft irrevocable bank letter or credit or surety bond in the amount of 5% of the project price to secure the District from loss or damage by reason of withdrawal or by failure of the bidder to enter into a contract if the bid is accepted.
- b. All bidders must be bondable and shall include in the Proposal the cost of furnishing Labor and Material Payment and Performance Bonds each in the payable amount of 100% of the proposed bidding sum. The bonds shall hold Saginaw Intermediate School District as the obligee. A surety authorized by the State of Michigan must issue bonds. The surety must be listed on the current Federal Register. Failure to meet these requirements shall be cause for rejection of the bond.

**NOTE:**

**BIDDER MUST USE THE BID DOCUMENT PROPOSAL FORMS FURNISHED BY THE SAGINAW INTERMEDIATE SCHOOL DISTRICT, AS NONE OTHER WILL BE ACCEPTED.**

Sally Peterson  
Director of Finance and Business Operations

May 28, 2008  
Date

**SAGINAW INTERMEDIATE SCHOOL DISTRICT**  
**SAGINAW, MICHIGAN**

**SPECIFICATIONS**

\_\_\_\_\_  
VENDOR

**1.0 - INSTRUCTIONS TO BIDDERS:**

- 1.1 Work shall include but not be limited to:
  - a. furnishing and installation of carpeting, 4" cove base, base molding, adhesives, and trim accessories.
  - b. removal of the existing carpeting and base molding.
  - c. warranty the installation for a period of not less than two years from date of acceptance.
- 1.2 Area to be carpeted is the Special Education offices in the right wing of the RESC building. The pattern will be full lengths of carpet with minimal cuts. Please quote accordingly.
- 1.3 Site will be available upon agreement with the District. Sequencing of work will be coordinated between the Owner and the contractor. The successful bidder will be responsible for the removal and replacement of furniture and fixtures that are in the work area.

**2.0 - CARPET SPECIFICATIONS**

**Carpet shall be Northfield SD 26 4460, color 140 Artesian. No alternates will be accepted.**

<b>1. Construction</b>	<b>Tufted</b>
<b>2. Gauge</b>	<b>1/10 inch</b>
<b>3. Width</b>	<b>12 feet</b>
<b>4. Stitches per inch</b>	<b>7.5</b>
<b>5. Face Yarn</b>	<b>100% Type-6, 6 DSDN Nylon</b>
<b>6. Static Control</b>	<b>Permanent</b>
<b>7. Tufted Pile Weight</b>	<b>26 oz per sq yd.</b>
<b>8. Finished Pile Height</b>	<b>.218</b>
<b>9. Primary Back</b>	<b>Polubac</b>
<b>10. Secondary Back</b>	<b>Dura-tuff</b>
<b>11. Installation</b>	<b>Glue Down</b>

**3.0 - SCOPE OF WORK:**

- 3.1 Where required, remove and dispose of old carpeting and base in accordance with all applicable ordinances, law and regulation. If shoe molding is present, remove with care and reinstall after carpet installation.
- 3.2 Prepare floor to receive new product in accordance with the Manufacturer's instructions. Repair minor holes, cracks, depressions and rough areas using materials recommended by carpet and/or adhesive manufacturer.
- 3.3 Commencement of installation constitutes acceptance of surface condition(s) by the flooring contractor.

- 3.4 Carpet shall be glued to new or existing surface. Adhesives shall be water-resistant, non-staining as recommended by carpet manufacturer, which complies with flammability requirements for installed carpet. After laying, lightly roll entire carpet to eliminate air pockets and ensure a uniform bond.
- 3.5 Seaming cement shall be a hot melt adhesive or similar product recommended by carpet manufacturer for taping seams and butting cut edges at backing. The seam cementing shall produce a secure seam, which will prevent pile loss. Seams at door shall be centered under the door; do not place seams in traffic direction at a doorway.
- 3.6 The bidder is responsible for final finished edges. Exposed edges shall be protected by Mercer bar reducer strip with a minimum 2" wide anchorage flange. The color shall match the base molding color.
- 3.7 Install new **rubber** base in all areas where carpet abuts walls, columns, pilasters, casework or other permanent fixtures in the room / area. Base thickness shall be .080. **PLEASE NOTE:** Pre-formed outside corners shall be utilized in lieu of molding standard base. Inside corners shall be mitered or coped.
- 3.8 Proof of Workers' Compensation and General Liability insurance is required.
- 3.9 Contractor shall provide items of a minor nature not specifically listed to provide a complete Owner acceptable project.

# Saginaw Intermediate School District

## BID SUBMISSION SHEET - CARPET BID

RESC-SPECIAL EDUCATION WING \$ \_\_\_\_\_

Cost for afternoon shift work \$ \_\_\_\_\_

Total Bid \$ \_\_\_\_\_

Moving office furniture and partitions \$ \_\_\_\_\_

Replacing office furniture and partitions \$ \_\_\_\_\_

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Approximate Installation

\_\_\_\_\_  
Terms

Exceptions, additions or deviations from specifications \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, a duly authorized representative of the  
(please print name)

Bidding firm, agree to provide all goods and services included in this bid submittal in accordance with all applicable federal, state and local laws, regulations and ordinances and, further, to hold the Saginaw Intermediate School District harmless should any judgment be rendered against our firm for violations(s) during the performance of this project. The undersigned does, by his/her signature, indicate he/she has read, understands and will comply with all requirements and conditions of the specifications.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**REFERENCES:**      Attach this list of references to your bid

Name of Company/District: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Company/District: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Company/District: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Company/District: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Company/District: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**This form must be notarized and included with bidders quote:**

**Affidavit of Bidder Familial Relationship**

The undersigned, the owner or authorized office of \_\_\_\_\_  
\_\_\_\_\_ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Saginaw Intermediate School District (the "School District") request for quote, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of Saginaw Intermediate School District and any member of the Board of Education or the Superintendent of Saginaw Intermediate School District.

**List any Familial Relationships:**

**Bidder:**

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN

COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_ 2007, by \_\_\_\_\_

\_\_\_\_\_  
(Print name)

\_\_\_\_\_ Notary Public

\_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_

Acting in the County of:

\_\_\_\_\_